City of Carl Junction
303 N. Main, PO Box 447
Carl Junction, MO 64834
417-649-7237
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www.carljunction.org

CITIZEN RENTAL AGREEMENT

Renter Name:_____ Rental Date:_____

Address:_____ Rental Time:_____

City/State/Zip:_____ Phone:_____

_____ Media Center - $75 rent, $25 refundable security deposit, $100 total
Seats 24-48, Audio/Visual Capable, Warming Kitchen Access

_____ Dining Hall - $150 rent, $50 refundable security deposit, $200 total
Seats 112, Audio/Visual Capable, Warming Kitchen Access

_____ Expanded Dining Hall - $200 rent, $75 refundable security deposit, $275 total
Seats 160, Audio/Visual Capable, Warming Kitchen Access

_____ Gymnasium - $300 rent, $100 refundable security deposit, $400 total
Seats 240, Audio/Visual Capable, Warming Kitchen Access

1. Payment of fee is to be made when reserving the selected room.

2. Security deposit is required, and will be refunded if the room is left clean and orderly, at the time of closing. Any and all damage costs will be borne by the renting party. If damage is noted before your event, notify City Hall.

3. Cancellation notice should be made seven (7) days prior to the reserved date. A refund will not be made if cancellation is not received seven (7) days prior to reserved date.

4. Portions of the building may not be available until after 2:30pm on weekdays.

5. Trash container/plastic bag, mop, broom and dust pan will be made available. Renting party will be responsible for placing trash in the outside dumpster located at the rear of the building.

6. Prohibited Activities:
*No alcoholic beverages in or around the building.
*No smoking inside the building.
*No gambling events

Mission Statement
The City of Carl Junction will represent our citizens, provide high level services, and plan for the future of our community.

7. Some events may require that the renter have liability insurance to cover the event. Please check with City Hall prior to your event. A "Hold Harmless Agreement" will need to be signed for any event.

8. The main kitchen is not available for rent and access is restricted to this area.

9. If Security Deposit is refunded it will be mailed to the address provided.

10. Piano and Shuffleboard table in Dining Hall are not to be moved or used.

_____

Signature Date

HOLD HARMLESS AGREEMENT

1. To the fullest extent permitted by law, _____agrees to indemnify, defend and hold harmless the City of Carl Junction, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys; fees, court costs, or alternative dispute resolution costs arising out of, or related to _____ use of City's facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of _____, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the _____ or anyone for whose acts the _____may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

2. The _____shall purchase and maintain the following insurance: Commercial General Liability Insurance with a minimum limit of $1,000,000 each occurrence/$2,000,000 general aggregate written on an occurrence bases.

3. All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.

4. Prior to activities commencing the shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.

No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

_____ _____

Signature Date

Rev. 8/10

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